

Northeast Ohio Hispanic Center for Economic Development

NEOHCED assists all business owners in achieving their goals-regardless of age, race, income level, gender, or company size. NEOHCED is home to Northeast Ohio's only Latino Small Business Development Center (SBDC). Our business advisors specialize in Business Advising, Capital Source Identification, Business Plan Development, Marketing strategies, Strategic Planning, Business Certifications, Financial Projections, Business Assessment Valuation, Loan Packaging, and Accounting.

SUMMARY OF POSITION:

The Small Business Outreach Coordinator is a paid internship position that will work closely with our small business community to assist them through direct small business outreach. The Small Business Outreach Coordinator will develop and implement a strategy to identify small businesses at risk of closing or that have suffered loss of revenue due to the COVID-19 pandemic. The Small Business Outreach Coordinator will provide the additional tools and support required to implement a quick response strategy to support micro-businesses and provide interventions that will help them sustain and survive this pandemic era. This position reports directly to the Director of Community/Economic Development.

DUTIES AND RESPONSIBILITIES:

- Create a small business outreach strategy
- Provide outreach to small business within the Clark-Fulton neighborhood through needs assessment (via phone & in person visits)
- Develop and implement communications plan to promote small businesses leveraging social media for business promotion
- Implement outreach strategy that can provide immediate support to micro enterprises
- Gain a comprehensive understanding of services and programs available to small businesses throughout Northeast Ohio
- Leverage trusted relationship with neighborhood establishments to offer technical assistance, resources, and necessary support

QUALIFICATIONS:

- Previous experience managing relationships with individuals and groups
- Demonstrated involvement and commitment to the Hispanic community
- Strong verbal and communication skills
- Must be able to work independently and as part of a team
- Competency with Microsoft Office
- Experience working with small business community
- Fluent in Spanish and English (i.e., speaking, reading, and writing)
- Communicates both verbal and written clearly, politely, and effectively
- Must have valid transportation
- Associates/Bachelor's Degree Preferred

To Apply: Please send cover letter and resume to Nick De Leon, Director of Community/Economic Development, at ndeleon@hbcenter.org. Position open until filled.